PERSONNEL BOARD MEETING
Monday, February 2, 2015 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Norberto Alvarez, Member; Zoraya Pena, Member; Jorge E. Leal, Member

AGENDA

1. Request to approve the minutes of the January 5, 2015 Personnel Board meeting.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section5 (f) of the Civil Service Rules and regulations, received January 2015.

Anays Guzman	Community Development Department
Christina Machado Dillon	Education & Community Service – Library Division
Mayra Acosta	Fire Department
Tomas Felipe	Fire Department
Marta Diaz	Human Resources Department
Mark C. Donley	Police Department
Otto Freeman	Police Department
Sergio Ramirez	Police Department
Lacarious King	Public Works – Solid Waste Department
William Leon	Public Works Department
Javier Revilla	Public Works – Solid Waste Department
Jose Luis Rodriguez	Streets Department

3. Report of Leave without Pay for January 2015.

4. Report of Civil Service Appointments for January 2015.

5. Report of Civil Service Resignations for January 2015.

Emilio Mendez	Code Department
Jose Albaradejo	Fire Department
Alberto Proenza, Jr.	Fire Department
Eglys Hernandez	Mayor's Office
Oscar Amago	Police Department
Melanie Carpio	Police Department
Fernando Carvajal	Police Department
Edward Delgado	Police Department
Manuel A. Diaz	Police Department
Raleigh Flowers, Jr.	Police Department
Julian Guerra	Police Department

6. Report of Maternal/Paternal Leave for January 2015.

        Alfonso Gomez   Police Department
        Dilton Bosch   Police Department
        Rolando Riveron   Police Department

7. Report of Leave of Absence for January 2015. **None**

8. Request to conduct a Civil Service examination for the position of **Public Safety Communication Supervisor.**

    Copy of new job description is attached.
    Range 17 - $1216 - $2365 Bi-Weekly

9. Request to conduct a Civil Service examination for the position of **Complaint Officer I**

    Copy of job description is attached.
    Range 47 - $1035 - $1954 Bi-Weekly

10. Request to conduct a Civil Service examination for the position of **Complaint Officer II**

    Copy of job description is attached.
    Range 48 - $1056 - $2127 Bi-Weekly

11. Request to conduct a Civil Service examination for the position of **Paralegal.**

    Copy of new job description is attached.
    Range 26 - $941 - $1819 Bi Weekly

12. Request to approve the job description for the new position of **Re-Certification Specialist.**

    Copy of new job description is attached.
    Range 48 - $1056- $2127 Bi-Weekly

13. Request to approve the job description for the new position of **Library Services Supervisor.**

    Copy of job description is attached.
    Range 52 – $1363 - $2791 Bi-Weekly

14. Request to certify the eligibility list for the position of **Code Enforcement Official.**

15. Request to certify the eligibility list for the position of **Police Training Program Coordinator.**

16. Request to certify the eligibility list for the position of **Administrative Aide Confidential/Police.**

17. Request to hear **Unfinished Business.**

18. Request to hear **New Business.**